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ExpenseChec✓

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Communique

The corporate advisory for cost-effective business travel.

RULES FOR PLAYING THE WAITLIST GAME

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Friends of ours in the travel agency community tell us there are several factors that affect the outcome of the airline waitlist game which business travelers are sometimes forced to play due to last minute changes of plans. Here are a few tips to help your travelers win:

1. Ask to be waitlisted alone, even if you are traveling with someone else. Names on the waitlists are listed as they are received, but when a cancellation is received, the airline computer system will scan over parties of two or more and select the first available solo name.

   On vacation routes, however, cancellations of two or more are common, and your chances of getting seats for more than one are increased.

2. The larger the plane, the more cancellations are likely. In business class and first class, there are fewer seats, and thus fewer cancellations.

3. Some airlines will give "priority" to those on the waitlist for emergency reasons. Many will also give preference to members of their frequent-flyer clubs and other VIPs. If you are attempting to take several flights on one carrier, you may be given priority, too, on those segments where waitlisting is necessary.

4. If you are traveling to a resort destination, your chances of getting on a flight are good, since many passengers book far in advance and then find it necessary to cancel.

5. Don't double book, or ask us to make duplicate reservations for flights for the same day to the same destination, as a means of getting a seat, or you may end up at the airport waitlisted. Airlines are entitled to cancel any duplicate sets of reservations they find - and they are able to discover such situations through reservation scans.

6. Sometimes an airline will limit the number to be put on a waitlist, because they have determined the likely number of cancellations that will become available, and don't want to leave a surplus of passengers "stranded." There's no point, when you are told a waitlist is filled, of hoping for a space on the particular flight.

Please feel free to reproduce this article and circulate it to your employees who fly frequently.

TRENDLINES
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Increased travel and inflationary pricing combined to push the March monthly spending rate 9.2% higher than February levels. This also marked the first time that the Trendlines spending rate per traveler exceeded $700.

The largest hikes occurred in Miscellaneous (+17.0%), Tel & Tel (+14.3%) and Postage & Supplies (+10.4%). Also rising significantly were the spending rates for Entertainment (+9.8%), Lodging (+8.9%), Public Transportation(+7.8%) and Meals (+7.0%). Car Rental expenses declined slightly by 2.0%.

Year to date, the Trendlines traveler spending rate is 4.3% ahead of 1984's pace. The Consumer Price Index has registered a 1.0% climb over that same period.

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
National

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	MARCH 1985		MARCH 1985	
EXPENSES				
Meals	$ 79.19	$	$ 73.61	$
Lodging	165.68		149.23	
Public Transportation	195.39		180.87	
Car Rental	28.90		27.75	
Telephone & Telegraph	88.91		82.36	
Postage & Supplies	30.10		28.79	
Entertainment	78.18		72.98	
Miscellaneous	51.26		45.99	
TOTAL TRAVEL EXPENSES	$ 717.63	$	$ 661.58	$

MEAL ANALYSIS				
Average Number Per Traveler Month	11.0		10.4	
Average Cost Per Meal -	$ 7.19	$	$ 7.05	$
LODGING ANALYSIS				
Average Number Per Traveler Month	2.9		2.7	
Average Cost Per Night -	$ 56.57	$	$ 54.62	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
National

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	3/85 vs 2/85		3/85 vs 12/84	
EXPENSES				
Meals	UP 7.0%		DOWN 14.8%	
Lodging	UP 8.9		UP 9.6	
Public Transportation	UP 7.8		UP 7.9	
Car Rental	DOWN 2.0		UP 7.4	
Telephone & Telegraph	UP 14.3		UP 4.2	
Postage & Supplies	UP 10.4		DOWN 5.7	
Entertainment	UP 9.8		UP 17.4	
Miscellaneous	UP 17.0		DOWN 0.3	
TOTAL TRAVEL EXPENSES	UP 9.2%		UP 4.3%	

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 4.8%		DOWN 8.8%	
Average Cost Per Meal -	UP 2.1%		DOWN 6.9%	
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 3.6%		NO CHANGE	
Average Cost Per Night -	UP 4.4%		UP 8.2%	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Consumer Products

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	MARCH 1985		MARCH 1985	
EXPENSES				
Meals	$ 104.53	$	$ 92.37	$
Lodging	199.76		180.88	
Public Transportation	227.14		238.45	
Car Rental	20.40		27.27	
Telephone & Telegraph	131.95		118.98	
Postage & Supplies	47.92		48.35	
Entertainment	84.29		82.65	
Miscellaneous	67.41		59.43	
TOTAL TRAVEL EXPENSES	$ 883.40	$	$ 848.39	$
MEAL ANALYSIS				
Average Number Per Traveler Month	15.0		13.1	
Average Cost Per Meal -	$ 6.98	$	$ 7.03	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.6		3.3	
Average Cost Per Night -	$ 56.09	$	$ 55.42	$

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Business Travel Trends
US Consumer Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	3/85 vs 2/85		3/85 vs 12/84	
EXPENSES				
Meals	UP 16.3%		DOWN 1.3%	
Lodging	UP 12.4		UP 1.4	
Public Transportation	DOWN 8.5		UP 26.2	
Car Rental	DOWN 44.7		UP 19.6	
Telephone & Telegraph	UP 8.2		DOWN 5.6	
Postage & Supplies	UP 0.5		DOWN 3.1	
Entertainment	DOWN 4.2		DOWN 9.5	
Miscellaneous	UP 16.5		UP 21.4	
TOTAL TRAVEL EXPENSES	UP 1.7%		UP 6.1%	

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 19.0%		DOWN 2.2%	
Average Cost Per Meal	DOWN 2.0%		UP 0.9%	
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 12.5%		DOWN 2.9%	
Average Cost Per Night	UP 1.3%		UP 5.7%	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Health and Beauty

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	MARCH 1985		MARCH 1985	
EXPENSES				
Meals	$ 103.50	$	$ 92.04	$
Lodging	270.13		236.91	
Public Transportation	363.83		309.75	
Car Rental	59.48		50.51	
Telephone & Telegraph	164.77		143.88	
Postage & Supplies	33.37		33.45	
Entertainment	109.23		90.33	
Miscellaneous	81.10		74.25	
TOTAL TRAVEL EXPENSES	$ 1185.41	$	$ 1031.12	$

MEAL ANALYSIS				
Average Number Per Traveler Month	14.1		12.9	
Average Cost Per Meal -	$ 7.34	$	$ 7.14	$
LODGING ANALYSIS				
Average Number Per Traveler Month	4.2		3.9	
Average Cost Per Night -	$ 64.94	$	$ 60.97	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Health and Beauty

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	3/85 vs 2/85		3/85 vs 12/84	
EXPENSES				
Meals	UP 18.2%		DOWN 1.1%	
Lodging	UP 15.3		UP 8.8	
Public Transportation	UP 14.4		UP 4.7	
Car Rental	UP 25.2		UP 5.4	
Telephone & Telegraph	UP 23.4		DOWN 1.8	
Postage & Supplies	DOWN 0.9		UP 10.8	
Entertainment	UP 26.2		DOWN 9.9	
Miscellaneous	UP 16.7		UP 21.9	
TOTAL TRAVEL EXPENSES	UP 17.3%		UP 3.9%	

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 12.8%		DOWN 2.3%	
Average Cost Per Meal -	UP 4.4%		UP 1.6%	
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 7.7%		NO CHANGE	
Average Cost Per Night -	UP 7.8%		UP 9.5%	

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Medical Products

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	MARCH 1985		MARCH 1985	
EXPENSES				
Meals	$ 110.77	$	$104.94	$
Lodging	201.65		189.47	
Public Transportation	212.40		217.67	
Car Rental	14.96		20.23	
Telephone & Telegraph	222.04		202.77	
Postage & Supplies	32.78		31.64	
Entertainment	78.49		73.91	
Miscellaneous	51.29		53.06	
TOTAL TRAVEL EXPENSES	$ 924.39	$	$893.69	$
MEAL ANALYSIS				
Average Number Per Traveler Month	19.0		17.8	
Average Cost Per Meal -	$ 5.84	$	$ 5.88	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.6		3.4	
Average Cost Per Night -	$ 55.41	$	$ 55.17	$

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Business Travel Trends
US Medical Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	3/85 vs 2/85		3/85 vs 12/84	
EXPENSES				
Meals	DOWN 1.7%		DOWN 0.4%	
Lodging	DOWN 2.2		UP 1.2	
Public Transportation	DOWN 11.1		DOWN 6.1	
Car Rental	DOWN 45.6		DOWN 22.9	
Telephone & Telegraph	UP 13.8		UP 3.3	
Postage & Supplies	UP 5.9		UP 12.4	
Entertainment	UP 6.4		DOWN 6.8	
Miscellaneous	DOWN 6.2		DOWN 8.8	
TOTAL TRAVEL EXPENSES	DOWN 1.6%		DOWN 2.1%	

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 1.1%		UP 0.6%	
Average Cost Per Meal -	DOWN 2.5%		DOWN 1.2%	
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 2.7%		DOWN 2.9%	
Average Cost Per Night -	DOWN 1.3%		UP 4.0%	

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ExpenseCheck Trendlines

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Business Travel Expenses
US Pharmaceutical

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	MARCH 1985		MARCH 1985	
EXPENSES				
Meals	$ 70.99	$	$ 62.37	$
Lodging	87.90		72.10	
Public Transportation	73.07		60.36	
Car Rental	10.98		9.73	
Telephone & Telegraph	60.74		52.29	
Postage & Supplies	15.18		13.47	
Entertainment	51.44		45.28	
Miscellaneous	73.16		78.37	
TOTAL TRAVEL EXPENSES	$ 443.46	$	$ 393.97	$
MEAL ANALYSIS				
Average Number Per Traveler Month	8.4		7.2	
Average Cost Per Meal -	$ 8.42	$	$ 8.67	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.8		1.5	
Average Cost Per Night -	$ 49.50	$	$ 48.71	$

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Business Travel Trends
US Pharmaceutical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	3/85 vs 2/85		3/85 vs 12/84	
EXPENSES				
Meals	UP 11.5%		DOWN 10.4%	
Lodging	UP 20.3		DOWN 8.1	
Public Transportation	UP 33.5		DOWN 12.8	
Car Rental	UP 31.0		UP 24.6	
Telephone & Telegraph	UP 26.7		UP 1.7	
Postage & Supplies	UP 18.1		UP 4.7	
Entertainment	UP 18.6		UP 14.1	
Miscellaneous	DOWN 16.3		UP 33.4	
TOTAL TRAVEL EXPENSES	UP 13.3%		UP 1.6%	

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 13.5%		DOWN 11.1%	
Average Cost Per Meal -	DOWN 1.9%		UP 1.3%	
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 20.0%		DOWN 11.8%	
Average Cost Per Night -	UP 2.0%		UP 6.5%	

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